

DEPARTMENT OF THE NAVY
NAVAL AIR STATION WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 1770.1J
N1:Ln
9 Feb 2001

NASWHIDBEY INSTRUCTION 1770.1J

Subj: CASUALTY PROCEDURES

Ref: (a) MILPERSMAN 1770-010 to 1770-120
(b) BUPERSINST 1770.3
(c) NAVREGNWINST 1770.1
(d) NASWHIDBEYNOTE 1770
(e) SECNAVINST 5720.44A

(R)

Encl: (1) Casualty Report Worksheet
(2) Command Duty Officer Notification Procedures

(A)

1. Purpose. To set forth and assign responsibilities for procedures to be carried out in the event of casualty to active duty military, retired military, and government employees aboard the naval reservation. References (a) through (e) contain guidelines for carrying out these responsibilities.

2. Cancellation. NASWHIDBEYINST 1770.1H

3. Scope. Procedures for naval air station personnel to follow in the event of a casualty situation are determined by the service status of those involved and the location of the incident. Reference (a) delineates numerous action requirements. This instruction assigns areas of responsibility for carrying out those requirements. Casualties not involving service personnel or federal property should be referred to appropriate civil authorities.

4. Responsibilities

a. The Commanding Officer shall assume casualty assistance service for personnel attached to the naval air station and for personnel of deployed units not homeported at NAS Whidbey who have next of kin (NOK) residing in the local area.

b. The Fleet and Family Service Center's, Retired Affairs Office, provides assistance for retired personnel casualties.

c. The Administrative Officer, as the senior member of the Casualty Assistance Calls Program (CACP), is responsible for:

(1) Coordinating casualty procedures.

(2) Maintaining a current list of Casualty Assistance Calls Officers (CACOs). Membership shall include at least six officers and six chief petty officers. Assignments are published in reference (d).

(3) Developing, maintaining, and scheduling training seminars.

(4) Appointing a CACO when NAS Whidbey has responsibility.

(5) Providing CACP kit to CACO when assigned a case. All reference materials, instructions, manuals, and forms will be kept current.

(6) Maintaining case files of all pertinent documents.

(7) Providing assistance as required to CACOs assigned to cases.

d. Department heads shall screen and recommend suitable individuals for the CACP when requested by the Administrative Officer. The duration of the assignment shall be a minimum of 12 months to gain maximum benefit from training and experience.

e. CACOs shall:

(1) Become highly knowledgeable representatives of the command in this program. Advance preparation cannot be overemphasized. The CACO must be alert to avoid generalizations which may not apply or may be misunderstood. No two cases are alike. The initial training seminar provides basic instruction in program elements.

(2) Keep NAS Liaison advised of periods of unavailability (leave, TAD, etc.).

(3) Keep NAS Liaison advised of all developments in assigned cases.

(4) Make all visits in the Uniform of the Day. Use of a government vehicle, and DSN or long distance calls are authorized in carrying out CACO-related duties.

R) f. NAS Liaison shall be responsible for maintenance of up-to-date emergency checklists, message preparation, and instructing the CACO and the Petty Officer of the Watch (POOW) in their duties pertaining to casualty reporting.

R) g. Any department or person receiving information of a serious injury or death aboard the naval reservation from other than the POOW shall immediately ascertain that the POOW has been notified.

5. Action. Casualty procedures are initiated for cases involving serious injury/illness, death, attempted suicide, or missing status.

a. POOW

(1) In all cases the POOW shall pass information concerning a casualty incident to the Command Duty Officer (CDO) immediately. He/she will also determine which command has responsibility for casualty assistance, and initiate the casualty notification procedures when appropriate.

(2) There are three types of accidents/incidents which may occur. Normally, the POOW will be informed by telephone. The POOW is responsible for obtaining the information required to determine the type of occurrence and for initiating the appropriate action. All serious accidents are potential casualty cases and, therefore, shall be handled with extreme care. The three types of accidents/incidents are:

(R)

(a) Those occurring on board the naval air station not involving active duty military personnel or government employees. All involved individuals are "guests" on board, and no factor of the accident other than the physical location involves the military or federal government directly.

(b) Those involving active duty personnel in the performance of assigned duties, regardless of physical location. This may or may not involve a government vehicle, although this fact is important in determining required action.

(c) Those involving off-duty military personnel regardless of the individual's assigned command or the geographic location of the accident.

(3) The POOW will utilize enclosure (1) to determine necessary details and ensure copies of communications originated and a summary of action taken are placed in the case file in the custody of the POOW. The off-going CDO will deliver it to the Administrative Officer the next workday.

(R)

(4) Contact the CDO, NAS Liaison, Administrative Officer, or Executive Officer (in that order) whenever questions arise concerning procedures.

b. Administrative Officer. During normal working hours:

(1) Prepare and dispatch the personnel casualty report and ensure administrative procedures required by reference (a) are completed.

(2) Prepare communications to the NOK required by reference (a).

(3) Maintain liaison with the cognizant command in the case of casualty to a member not attached to this command or its tenant activities, as required by reference (a).

(4) Maintain liaison with CACO and Naval Hospital, Oak Harbor, in preparing the necessary travel orders for shipping of remains.

c. CDO. In most cases, the CDO will be intimately involved in the casualty procedures during non-working hours. The action required will differ somewhat on a case-by-case basis.

R) (1) The CDO, when informed of a casualty which may involve the naval air station, will initiate the casualty notification procedures per enclosure (2). During working hours, the CDO will coordinate with the Administrative Officer in complying with necessary reports. After working hours, the CDO will advise the Administrative Officer, the Commander, Navy Region Northwest (COMNAVREG NW) Duty Officer, and the command of the deceased individual.

(2) If the casualty is not assigned to a local command, but the primary or secondary NOK is in the local area, the CDO will contact and brief the duty CACO and notify the duty Chaplain. If notification of NOK occurs during normal working hours, send notification report when informed by CACO. The CDO shall brief the Administrative Officer at the beginning of the next working day.

R) (3) If the casualty is assigned to NAS Whidbey, during non-working hours, the CDO will ensure the casualty report is sent as soon as possible after briefing the Executive Officer, normally within four hours. The CDO will contact and brief the duty CACO and notify the duty Chaplain, providing both with NOK information from the service record.

d. Investigating Officer. Conduct the investigation in accordance with reference (a) and the appointing order. The Administrative Officer shall be informed immediately of any unusual circumstances which might affect communications with the NOK.

e. Public Affairs Officer

(1) Release names of casualties for publication, in accordance with reference (e).

R) (2) Coordinate with the Command Master Chief for honor guard for a military funeral in local area (if requested).

f. Personnel Support Activity Detachment

(1) Provide service record and pay record information on casualty.

(2) Ensure the death gratuity is paid to the eligible beneficiary. This should be accomplished within 24 hours after receipt of formal notification.

(3) Furnish transportation for travel of dependents of the decedent and escort when applicable.

(4) Close out and forward the decedent's service record and pay account.

g. Department Head of Decedent

(1) Collect and inventory personal effects, in accordance with reference (a).

(2) Provide an escort for the remains of the decedent when requested by the NOK. The escort shall be of a grade or rate as near the equivalent of that of the decedent as may be practicable and, when possible, should be a friend or associate of the deceased.

h. Supply Officer. Receive and ship the decedent's personal and/or household effects as required, in accordance with reference (a).

i. Chaplain

(1) Accompany the CACO, if requested, on the initial call on the NOK.

(2) Render assistance as requested by the NOK in making local funeral arrangements.

(3) Arrange for funeral or memorial service, as appropriate.

(4) Assist in obtaining Navy and Marine Corps Relief Society or American Red Cross assistance, as appropriate.

j. CACO

(1) Assume responsibilities of the CACP and submit reports required by references (a) and (b).

(2) Notification of the decedent's NOK shall be made expeditiously and, whenever possible, prior to the NOK's receipt of the official notification telegram. Normally, notification in the case of casualties shall be made between 0600 and 2400. If the NOK is already aware of the casualty, such as seriously ill or injured, and death occurs, notification will be made in person regardless of the hour. Assistance of the Chaplain and the Commanding Officer, Naval Hospital, Oak Harbor, shall be requested as necessary.

(3) Maintain liaison with the Disbursing Officer and take action as necessary and appropriate.

A) (4) Coordinate with the Command Master Chief for a military funeral in local area (if requested).

6. Reporting to Coroner. By agreement, the Commanding Officer, Naval Hospital, Oak Harbor, will assume responsibility for coroner notification when deemed necessary.

7. Summary. The manner in which a nation cares for and remembers its dead is a sensitive index of its political character, moral tone, and regard for individual worth. The Navy policy, in war and in peace, is to take devoted care of its own, with heart-felt consideration and genuine sympathy for their families. The responsibilities delineated in this instruction shall be carried out in this spirit.

8. Forms. NAS Whidbey forms required by this instruction are available on the NAS Administration Department Intranet web site. Contact NAS Forms Control, NAS N12D, extension 7-2637 for information and assistance.

/s/
L. G. SALTER

Distribution:
NASWHIDBEYINST 5215.2FF
Lists A, B, C, D10,19

CASUALTY REPORT WORKSHEET

Date/time notification: _____

Name: _____ SSN: _____

Military ☐ Civilian ☐

Command attached to: _____

Notified by: _____

Type of casualty (illness, injury, death): _____

Location of remains: _____

Date/time/place/circumstances: _____

Do not cause undue delay to obtain information that is not readily available.

If incident report reveals serious/very serious illness/injury or death, contact CDO, Administrative Officer, and NAS Liaison (N11) immediately. Obtain service record from PSD. Refer to MILPERSMAN for reporting procedures.

COMMAND DUTY OFFICER NOTIFICATION PROCEDURES

IN THE EVENT OF A DEATH OR SERIOUS INJURY NOTIFY THE CHAIN OF
COMMAND IN THE FOLLOWING ORDER:

1. COMMANDING OFFICER _____
2. EXECUTIVE OFFICER _____
3. DETERMINE APPROPRIATE MESSAGE TO SEND (IF ANY) _____
4. DUTY CHAPLAIN _____
5. SAFETY OFFICER _____
6. ASSIGN CACO, IF REQUIRED (DEATH) _____
7. APPROPRIATE DEPT HEAD OR TENANT DUTY OFFICE _____
8. NOTIFY COMNAVREG NW/CINCPACFLT AS REQUIRED _____
9. NAVAL HOSPITAL OAK HARBOR DECEDENT AFFAIRS (7-9500) _____
10. COMMAND MASTER CHIEF _____
11. PUBLIC AFFAIRS OFFICER (AT CDO DIRECTION) _____